

Archived Information

Grants to States to Improve Management of Drug and Violence Prevention Programs

FY 2005 Information and Application Procedures

Application Deadline: July 22, 2005

CFDA # 84.184R



Frequently Asked Questions – Page 27

Office of Safe and Drug-Free Schools

<http://www.ed.gov/about/offices/list/osdfs>

OMB No. 1890-0009 Expiration Date: OMB Approved

June 2005

Dear Colleague:

Thank you for your interest in applying to the Grants to States to Improve Management of Drug and Violence Prevention Programs. This program is authorized by the Elementary and Secondary Education Act (ESEA), as amended by the No Child Left Behind Act (NCLB) of 2001. NCLB represents the President's education reform plan and contains four basic principles: stronger accountability for results, increased flexibility and local control, expanded options for parents, and an emphasis on teaching methods and other strategies that have been proven to work.

In order to strengthen accountability, information about school crime and safety must be shared with students, parents, and communities. NCLB requires that each State collect certain school crime and safety data elements in conjunction with the Uniform Management Information Reporting System (UMIRS) and report the data collected to the public. With this grant, we hope to provide additional resources for States to meet the requirements of UMIRS and improve and expand existing data collection to build the capacity of those involved in the data collection effort. Improved data collection systems will allow State, district, and school administrators to identify the needs of students and staff, inform the selection of drug and violence prevention programs, and assess progress in addressing these important problems.

We look forward to receiving your application for support under the Grants to States to Improve Management of Drug and Violence Prevention Programs.

Sincerely,

Deborah A. Price
Assistant Deputy Secretary

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GENERAL INFORMATION

Overview

We will award grants under this competition to State educational agencies or other State agencies administering the Safe and Drug-Free Schools and Communities Act (SDFSCA) State Grants program.

Authority

The authority for this program is found in 20 U.S.C. 7131.

Note to Applicants

This is a complete application package for Grants to States to Improve Management of Drug and Violence Prevention Programs. Together with the statute authorizing the program, the Notice of Final Priority (NFP), and the Education Department General Administrative Regulations (EDGAR) governing the program, this package contains all of the information, application forms, and instructions needed to apply for this grant.

The official document announcing this competition is the Closing Date Notice published in the Federal Register on June 13, 2005. This notice also is available electronically at: www.ed.gov/legislation/FedRegister and <http://www.gpoaccess.gov/nara/index.html>.

Applicants should clearly indicate in Block #4 of the Standard Form 424, the CFDA number and alpha suffix of this competition: 84.184R.

Applicable Regulations

The following Education Department General Administrative Regulations (EDGAR) apply to the competition described in this application package:

- 34 CFR Part 75 (Direct Grant Programs)
- 34 CFR Part 77 (Definitions that Apply to Department Regulations)
- 34 CFR Part 79 (Intergovernmental Review of Department of Education Programs and Activities)
- 34 CFR Part 80 (Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments)
- 34 CFR Part 81 (General Education Provisions Act—Enforcement)
- 34 CFR Part 82 (New Restrictions on Lobbying)
- 34 CFR Part 84 (Governmentwide Requirements for Drug-Free Workplace (Financial Assistance))
- 34 CFR Part 85 (Governmentwide Debarment and Suspension (Nonprocurement))
- 34 CFR Part 97 (Protection of Human Subjects)
- 34 CFR Part 98 (Student Rights in Research, Experimental Programs, and Testing)
- 34 CFR Part 99 (Family Educational Rights and Privacy)
- 34 CFR 299 (General Provisions)

Eligibility

Eligible applicants are State educational agencies or other State agencies administering the Safe and Drug-Free Schools and Communities Act (SDFSCA) State Grants program. No more than one (1) grant will be awarded per state.

Project Period

Projects will be funded for up to 36 months, contingent upon demonstration of substantial progress each year toward meeting project goals and objectives and the availability of appropriations.

Estimated Range of Awards

We estimate that we will make 7 awards. Projects will be funded for approximately \$350,000 to \$500,000 in each year for which funding is requested depending on the scope of the project. These figures are only estimates and do not bind the Department of Education to a specific number of grants or amount of any grant.

Application Due Date

All applications must be postmarked on or before July 22, 2005, in order to be eligible for review. Applications delivered by hand must be received by the U.S. Department of Education Application Control Center no later than 4:30 PM Washington D.C. time on July 22, 2005. Applications may also be submitted electronically through the Department's e-Applications system. Applications may not be emailed or faxed.

Under very extraordinary circumstances, the Department may change the closing date for a competition. When this occurs, we announce such a change in a notice published in the Federal Register. *Waivers for individual applications failing to meet the deadline will not be granted*, except in the circumstances described in e-Applications.

Unique Applications

Information submitted in response to the scoring criteria should be specific to the applicant's State and should not be identical or substantially similar to other applications. Identical or substantially similar applications are not responsive to the scoring criteria.

Grantee Meetings

All applicants must budget for the Project Director and one other person (when applicable) to attend two meetings in the first year of the grant, and for one meeting in each subsequent year of the grant. These meetings will include the project director's meeting (two days, one representative) and the OSDFS National Conference (three days, two representatives). These meetings will usually be held in Washington, D.C. Grant funds may be used to pay for all costs associated with attendance at these meetings including transportation, hotel, and per diem.

E-mail Addresses

As part of our review of your application, we may need to contact you with questions for clarification. We also will make peer reviewers' comments available to you online.

Please be sure your application contains valid e-mail addresses for the Project Director and Authorized Representative.

Resources

Any questions related to the requirements of this grant competition should be directed to Maria Worthen of the Office of Safe and Drug-Free Schools at (202) 205-5632.

Technical Assistance

Grantees will receive technical assistance throughout the life of the grant. This assistance may take multiple forms including meetings and workshops, telephone consultations, and other forms of networking to share ideas and identify resources. In addition, each grantee will be assigned a Federal Project Officer who will also serve as a resource. Grantees are encouraged to be fluent in the use of email as most correspondence regarding their project will be delivered electronically.

Evaluation Requirement

Successful applicants are required to evaluate the effectiveness and outcomes of the activities funded under their grant and to submit a final report on the effectiveness of the programs and activities funded under their grant.

DUNS Number Instructions

Please provide the applicant's D-U-N-S Number. If you do not currently have a D-U-N-S Number you can obtain one at no charge by calling 1-800-333-0505 or by completing a D-U-N-S Number Request Form. The form can be obtained via the Internet at the following URL:

http://www.dnb.com/US/duns_update/index.html.

The D-U-N-S Number is a unique nine-digit number that does not convey any information about the recipient. A built-in check digit helps assure the accuracy of the D-U-N-S Number. The ninth digit of each number is the check digit, which is mathematically related to the other digits. It lets computer systems determine a D-U-N-S Number has been entered correctly.

Dun & Bradstreet, a global information services provider, has assigned D-U-N-S Numbers to over 43 million companies worldwide.

NOTE: You must have a DUNS number to receive a grant award.

Paperwork Burden Statement

According to the paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for the information collection is OMB No. 1890-0009. The time required to complete the information collection is estimated to average 24 hours per response, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly

to: Office of Safe and Drug-Free Schools, U.S. Department of Education, 400 Maryland Avenue, SW
Room 3E318, Washington, DC 20202-6123.

I. GOVERNMENT PERFORMANCE AND RESULTS ACT (GPRA)

The Government Performance and Results Act of 1993 (GPRA) is a straightforward statute that requires all Federal agencies to manage their activities with attention to the consequences of those activities. Each agency is to clearly state what it intends to accomplish, identify the resources required, and periodically report its progress to the Congress. In so doing, it is expected that the GPRA will contribute to improvements in accountability for the expenditures of public funds, improve congressional decision-making through more objective information on the effectiveness of Federal programs, and promote a new government focus on results, service delivery, and customer satisfaction.

As required by GPRA, the Department of Education has prepared a strategic plan for 2002-2007. This plan reflects the Department's priorities and integrates them with its mission and program authorities and describes how the Department will work to improve education for all children and adults in the U.S. The Department's goals, as listed in the plan, are:

GOAL 1: Create a culture of achievement.

GOAL 2: Improve student achievement.

GOAL 3: Develop safe schools and strong character.

GOAL 4: Transform education into an evidence-based field.

GOAL 5: Enhance the quality and access to postsecondary and adult education.

GOAL 6: Establish management excellence.

Performance Measures

The Secretary has established the following performance measures for assessing the effectiveness of the Grants to States to Improve Management of Drug and Violence Prevention Programs:

PERFORMANCE MEASURE 1:

The proportion of local recipients of SDFSCA State Grants Program funding that are using data related to youth drug and violence to manage youth drug, alcohol, and violence prevention programs by:

- a. incorporating these data in needs assessment processes;
- b. using the data to develop performance measures for their SDFSCA program funds;
- c. considering the data in selecting schools, and
- d. where applicable, community-based interventions for implementation;

- e. monitoring the success of interventions in reducing drug and alcohol use and violence and in building stronger communities; and
- f. sharing data with their leadership and the public.

PERFORMANCE MEASURE 2:

The proportion of local recipients of SDFSCA State Grants Program funding that have received training about collecting, analyzing, and using data to manage and improve drug and violence prevention programs; and

PERFORMANCE MEASURE 3:

The proportion of local recipients of SDFSCA State Grants Program funding that submit complete responses to data collections.

These three measures constitute the Department's indicators of success for this program. Consequently, applicants for a grant under this program are advised to give careful consideration to these outcomes in conceptualizing the design, implementation, and evaluation of their proposed project. If funded, applicants will be asked to collect and report data in their annual performance reports about progress toward these goals. Only baseline data and data at the conclusion of the project will be required for the first indicator.

II. TIPS FOR APPLICANTS

A. Before You Begin

- Read this application package carefully and make sure you follow all of the instructions.
- Use the tools we have provided to help you, including:
 - frequently asked questions in this application package; and
 - grant application technical assistance resources on our Web site at: <http://www.ed.gov/admins/grants/apply/techassist/index.html>.
- Ask questions of the program contact if you don't understand how to proceed: Maria Worthen, telephone: 202-205-5632, email: Maria.Worthen@ed.gov.

B. Preparing Your Application

- Be thorough in your program description. Write so that someone who knows nothing about your organization or your program plan can understand what you are proposing.
- Organize your application according to the selection criteria and respond comprehensively. Use the selection criteria, subcriteria, and accompanying notes to guide the structure of your narrative.
- Make sure your budget narrative provides enough detail about planned expenditures so staff can easily determine how the funds will be spent.
- Link your planned expenditures to the goals and objectives of your program and make sure you demonstrate that your proposed expenditures are necessary to carry out your program. Do not request funds for miscellaneous purposes.
- Make sure to allow enough time to plan for anything that might require the approval, signatures, or buy-in of other parties, such as the required forms and assurances and the memorandum of understanding or other documentation of participation.

C. Submitting Your Application

- Use the checklist provided in this application package to make sure your application is complete before submitting it.
- Make sure your application addresses the absolute priority in its entirety.
- Make sure all required forms and agreements are included and signed by authorized representative(s) of your organization.
- Transmit your application by the deadline date: July 22, 2005. If you use the U.S. Postal Service, make sure you have a legible postmark date. If you use an overnight carrier, get a receipt. If you use e-applications, follow the instructions on the e-Application Web site.

D. Next Steps

- In approximately two weeks (depending on the volume of applications) you should receive a postcard from ED's Application Control Center acknowledging receipt of your application and giving you an assigned number. Please refer to this number if you need to contact us about your application.
- OSDFS staff screen each application to ensure that all program eligibility requirements are met and all forms are included.
- Your application will be assigned to a three-person panel of peer reviewers who will evaluate and score your proposal according to the selection criteria in this package. Your application will receive a score from 0 to 110 depending upon how well you respond to the requirements of the selection criteria.
- A grant award document will be sent to applicants whose proposals score within the funding range. Unsuccessful applicants will receive a notification letter. Both successful and unsuccessful applicants will receive copies of the comments prepared by the peer reviewers. To receive these documents in a timely manner, please be sure your application contains a valid email address for both the Project Director and the Authorized Representative.

III. INFORMATION AND REQUIREMENTS

A. Background

States and their local communities are implementing a variety of programs, activities, and strategies designed to help them prevent youth drug use and violence in schools. Just as policy makers, education professionals, and parents seek reliable information about student academic progress, stakeholders also need to be able to assess the nature of youth drug and violence problems in their communities, select research-based approaches to preventing these problems, and determine whether these prevention efforts are effective.

The Elementary and Secondary Education Act (ESEA), as reauthorized by the No Child Left Behind Act of 2001 (NCLB), requires that States develop and implement a system of standards and assessments for measuring the academic progress of all students. To support States and localities in creating safe, disciplined, and drug-free learning environments that support student academic achievement, ESEA authorizes the Safe and Drug-Free Schools and Communities Act (SDFSCA) program. This grant competition is authorized by ESEA under Subpart 2—National Programs (Sec. 4121(a)(9)), which allows the Secretary to carry out other activities to prevent drugs and violence in the schools in addition to those specifically mentioned in the legislation.

NCLB also creates a management tool designed to provide information about States' progress in preventing youth drug use and violence – the Uniform Management Information and Reporting System (UMIRS; see ESEA section 4112(c)(3)). The statute requires States to create a system for collecting and disseminating information about:

- Truancy;
- Incidence of violence and drug-related offenses leading to suspension and expulsion;
- Incidence and prevalence data and information about age of onset, perception of health risk, and perception of social disapproval of youth drug use and violence; and
- Information about the types of programs and services provided under the SDFSCA State Grants program.

UMIRS is the primary accountability strategy required under the SDFSCA. The provisions require States to develop core data sets about school violence and youth drug use, and to share that information (in some cases on a school-by-school) basis with the public. States and localities can use this core information to assess their youth drug use and violence and, in turn, implement evidence-based programs that best respond to these needs.

The kind of system required by UMIRS can also make an important contribution to States' implementation of the Unsafe School Choice Option (USCO) requirements (see ESEA section 9532). These provisions require States to develop a definition of a

“persistently dangerous school,” identify schools that meet the definition, and permit students attending identified schools to transfer to a safe public school within the local education agency (LEA). Additionally, States must permit students who are the victim of a violent criminal offense at school the opportunity to transfer to a safe public school within the LEA. States were required to have an USCO policy in place for the start of the 2003-2004 school year and each school year thereafter.

States and local communities face several challenges in implementing both the UMIRS and USCO requirements. This grant competition is designed to provide support to States to explore strategies that will address the challenges they face in collecting and using data to manage the implementation of drug and violence prevention programs, which may include:

- Lack of standardized collection instruments and definitions both within and across States;
- Lack of expertise related to collecting data about youth drug use and violence;
- Lack of time and other resources to support high-quality data collection and analysis in these areas;
- Unfavorable community and media reaction to high rates of youth drug use and violence; and
- Negative consequences for administrators with high incident rates.

These challenges are significant, but with the support available under this grant to establish or improve State data collection systems, real progress is possible. More consistent reporting and improved data quality will establish a higher standard for accountability, and will remove the potentially stigmatizing disincentive for States to accurately report on levels of school violence and drug abuse.

Information and improved methods of data collection are also needed for Federal policy makers in the executive and legislative branches. For instance, the White House Office of Management and Budget (OMB) recommended that the Department of Education (ED) “work to establish [a] meaningful performance measurement system” for its SDFSCA State Grants Program after evaluating its effectiveness with the Program Assessment Rating Tool (PART). Currently, Government Performance and Results Act (GPRA) indicators for the SDFSCA State Grants Program include information from national surveys designed for surveillance of youth drug use and violence. Incident-based data could allow for additional performance measures on student drug use and violence.

The Grants to States to Improve Management of Drug and Violence Prevention Programs will award grants to State agencies to support the development and testing of strategies for developing, expanding, or enhancing the capacity of State and local educational agencies, and other State agencies and community-based entities, to collect, analyze, and use data to improve the quality of drug and violence prevention programs administered in the States.

This grant program is being complemented by a consensus-building and technical assistance activity that includes the participation of States and relevant Federal agencies in developing a model data set that States can use in meeting the Uniform Management and Information Reporting System (UMIRS) requirements for the SDFSCA State Grants Program. We are building on the efforts of other Federal agencies involved in youth drug and violence prevention activities, as well as those of the States, to develop common measures for the elements required by UMIRS. We strongly encourage the participation of key personnel from every State as we work to develop a consensus about how to best collect the information required by UMIRS. We are also hopeful that States that seek grant awards under this program will give careful consideration to adopting the model system that is being developed as part of this technical assistance activity.

B. APPLICATION REQUIREMENTS

Eligible Applicants

Eligible applicants for this program are State educational agencies (SEA) or other State agencies administering the Safe and Drug-Free Schools and Communities Act (SDFSCA) State Grants program.

Memorandum of Understanding or Other Documentation of Participation

Applicants must include documentation in the form of a memorandum of understanding or a letter in their application that outlines project roles and responsibilities of the participants and that contains:

- I. The signatures of:
 - a. The authorized representative(s) for the SEA, and
 - b. The authorized representative(s) for the State agency (or agencies) receiving the Governor's portion of SDFSCA State Grants program funding for the State.
- II. Evidence that the proposal has been reviewed by, and has the approval of, the State's chief information officer (CIO) and/or chief technology officer (CTO). The CIO and or CTO may sign the required memorandum of understanding, or provide a letter or other documents that include the required information.

Technology-Based System

Each application is required to include a proposal for a technology-based system for collecting, analyzing, and interpreting school crime and violence data. Grant funds may be used in a variety of ways to support this system, including updating an existing infrastructure, conducting basic planning, and capacity building.

C. OTHER APPLICATION INFORMATION

Program Authorization

This program is authorized by the Elementary and Secondary Education Act (ESEA) as amended by the No Child Left Behind Act of 2001 (20 U.S.C. 7131) under Subpart 2—National Programs (section 4121(a)(9)), which authorizes the Secretary to carry out other activities to prevent drugs and violence in the schools in addition to those specifically mentioned in the legislation.

Distribution of Grant Awards

We will award only one grant award to each SEA/State agency responsible for the management of the Safe and Drug-Free Schools and Communities Act funds. SEAs/States that have been past recipients of this grant are not eligible to apply.

IV. PRIORITY AND SELECTION CRITERIA

A. Absolute Priority

The priority for this competition was established in the Notice of Final Priority (NFP) published June 13, 2005 in the Federal Register.

For FY 2005 this priority is an absolute priority. Under 34 CFR 75.105(c)(3) we consider only applications that meet this priority.

This priority is:

Developing, Enhancing, or Expanding the Capacity of States and Other Entities that Receive SDFSCA State Grants Funds to Collect, Analyze, and Use Data to Improve the Management of Drug and Violence Prevention Programs.

This priority supports projects to develop, enhance, or expand the capacity of States and other entities that receive SDFSCA State Grants program funds to collect, analyze, and use data to improve the management of drug and violence prevention programs. At a minimum, applicants must propose projects to develop, enhance, or expand the capacity of the State educational agency (SEA), the State agency administering the Governor's funding under the SDFSCA State Grants program, and local educational agencies and community-based organizations that receive SDFSCA State Grants program funding. Specifically, projects must be designed to:

- a. Include activities designed to expand the capacity of local recipients of SDFSCA funds to use data to assess needs, establish performance measures, select appropriate interventions, monitor progress toward established performance measures, and disseminate information about youth drug use and violence to the public;
- b. Collect data that, at a minimum, meet the requirements of the Uniform Management Information and Reporting System (UMIRS) described in section 4112(c)(3) of the ESEA;
- c. Operate with the aid of a technology-based system for analyzing and interpreting school crime and violence data;
- d. Be consistent with the State's Performance-Based Data Management Initiative (PBDMI) strategy and produce data that can be transmitted to the U.S. Department of Education via the Department's Education Data Exchange Network (EDEN) project, which facilitates the transfer of information from State administrative records to the Department to satisfy reporting requirements for certain programs administered by the Department, including the SDFSCA State Grants program;

- e. Be an enhancement to, or capable of merging data with, the State's student information system if such exists or if the State does not yet have a statewide, longitudinal student data system, the project should include the capacity to merge with such a system in the future; and
- f. Include validation and verification activities at the State and sub-State recipient levels designed to ensure the accuracy of data collected and reported.

B. Competitive Preference Priority

In the interest of promoting the use of core data definitions, we will award up to an additional 10 points to applicants that meet the following competitive preference priority: The collection of incident data for projects under the absolute priority will be done in a manner consistent with the definitions and protocols developed under the Federal Bureau of Investigation's UCR program. These points are in addition to any points the application earns under the selection criteria.

The Federal Bureau of Investigation's Uniform Crime Reporting (UCR) Program is the most universal crime reporting system in the country and collects information about the following crimes: homicide; forcible rape; robbery; aggravated assault; burglary; larceny-theft; motor vehicle theft; and arson. Applicants without a UCR program in their State, or in States where the program is not mandatory can address the competitive preference priority by using definitions that are suitable for data collection under the program. Further information about the UCR is available online at <http://www.fbi.gov/ucr/ucr.htm>.

C. Selection Criteria

The following selection criteria will be used to evaluate applications. For ease of reading by the reviewers, applicants should develop their narrative description to follow the sequence of criteria provided below. The total number of points awarded for these selection criteria is 100. Together with the competitive preference priority, the maximum number of points that may be awarded is 110. (Note: The criteria contain weighted subcriteria. Applicants must address each subcriterion to qualify for the maximum number of points for each criterion.)

1. Significance (20 points)

In determining the significance of the proposed project, we will consider the following subcriteria:

- (a) The significance of the problem or issue to be addressed by the proposed project (5 points).
- (b) The likelihood that the proposed project will result in system change or improvement (10 points).

- (c) The extent to which the results of the proposed project are to be disseminated in ways that will enable others to use the information or strategies (5 points).

Note: Under this criterion we will look at the applicant's identification of barriers to improving its school drug and violence prevention data collection system that stand in the way of systemic improvements. This should include a needs assessment that demonstrates the State's need for improved management of prevention programs. The applicant should also address how its existing data collection framework (including how it responds to UMIRS and PBDMI requirements) would be improved by this grant. Finally, we expect that the applicant will describe how data will be shared with key stakeholders in a way that can ultimately contribute to the promotion of healthy youth behavior.

2. Quality of the Project Design (30 points)

In determining the quality of the project design, we will consider the following subcriteria:

- (a) The extent to which the proposed project represents an exceptional approach to the priority or priorities established for the competition (10 points).
- (b) The extent to which the proposed project is designed to build capacity and yield results that will extend beyond the period of Federal financial assistance (10 points).
- (c) The extent to which the proposed project will be coordinated with similar or related efforts, and with other appropriate community, State, and Federal resources (10 points).

Note: Under this criterion we will look for a well-designed plan for a statewide data collection infrastructure that will increase the State's capacity to improve drug and violence prevention program management. This plan should include policies and procedures for ensuring the reliability, consistency, and quality of the data. Under this criterion, reviewers will be looking for the overall quality and feasibility of the proposed project. Ample consideration should be given to the technology supporting the infrastructure, including its accessibility, reliability, and ability to protect subject confidentiality and system security, as well as its compatibility with the PBDMI system. Sustainability of the program will be considered, not only in terms of the physical and technological infrastructure, but also in terms of human capital. We expect that consideration will be given to the coordination with and/or improvement—rather than the duplication—of existing efforts.

3. Quality of project services (10 points)

In determining the quality of the project services, we will consider the following subcriterion:

- (a) The extent to which the training or professional development services to be provided by the proposed project are of sufficient quality, intensity, and duration

to lead to improvements in practice among the recipients of those services (10 points).

Note: Under this criterion we will look for training activities that address issues specific to the State's data collection and management infrastructure. The applicant should provide a plan for how it will identify and reach all personnel involved in the program effort with the training activities.

4. Quality of project personnel (10 points)

In determining the quality of the project personnel, we will consider the following subcriterion:

- (a) The qualifications, including relevant training and experience, of key project personnel (10 points).

Note: Under this criterion we will look for evidence that key personnel possess experience and expertise in the areas addressed by the project plan. These areas include, but are not limited to, the following: information technology systems, research methodology, data collection, analysis and management, youth drug and violence prevention, and the State's safe and drug-free schools policies and services.

5. Quality of the management plan (30 points)

In determining the quality of management plan, we will consider the following subcriteria:

- (a) The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks (15 points).
- (b) The adequacy of procedures for ensuring feedback and continuous improvement in the operation of the proposed project (5 points).

Note: Under this criterion we will look at the quality of the applicant's planned coordination and collaboration with the entities mentioned in the memorandum of understanding. The applicant should provide evidence of how key stakeholder support of the project's goals, objectives, budget, timeline, individual responsibilities, and accountability measures will contribute to its long-term success. We also expect that a plan for soliciting feedback during both the planning and implementation stages from State and local government, as well as members of the community ultimately affected by the program, will be outlined.

V. APPLICATION CONTENTS

A. Preparing the Application

A completed application for assistance under this competition consists of two parts:

- (1) All forms and assurances that must be submitted in order to receive a grant; and
- (2) A detailed narrative description of the proposed project and a detailed narrative of the supporting budget.

B. Organizing the Application

We recommend that applicants organize the information in their application in the following order. All pages should be numbered consecutively to make review and evaluation easier.

1. ED Form 424. This is the title page of your application. Make sure that block 4 identifies the number of this competition: CFDA# 84.184R.

2. Table of Contents. Include a one-page table of contents.

3. Program Abstract. Provide a one-page, double-spaced abstract that describes the need to be addressed by the project, summarizes the proposed activities, and identifies the intended outcomes.

4. Program Narrative. Applicants should provide a program narrative that describes the proposed project, including the goals, objectives and activities. The narrative should address all criteria and all of the factors under each criterion. The narrative section should be limited to **30 typed pages**. The paper size should be 8 ½ x 11 inches. The pages must be numbered, double-spaced, printed only on one side, with a one inch margin. The font size should be no smaller than 12-point type. It is in the best interest of the applicants to ensure that the narrative section is easily read, logically developed in accordance with the selection criteria, and fully addresses each rating factor. We recommend that applicants organize the narrative according to the selection criteria listed in this application package.

5. Budget. Use the Budget Information Form (ED Form 524), to prepare a complete budget for the project. Provide amounts for all major budget categories. Do not substitute local expenditure categories. If you will work in partnership with another agency, do not submit budget forms for each entity; only the applicant should submit a Form 524. Planned expenditures by subcontractors or partners external to the applicant's organization should be listed on the 524 under "contractual" or "other," as appropriate. Funds provided by the applicant (i.e., matching funds, if there are any) should be listed in Section B-- Budget Summary Non-Federal Funds.

6. Budget Narrative. Applicants should provide a detailed explanation for all funds requested on the Budget Form (ED Form 524). Costs should be broken down according to the categories on the budget summary form. Explain the basis used to estimate all costs for each budget category. Provide a detailed explanation for any costs that appear unusual and describe how those costs relate to the proposed activities. The narrative should provide enough detail for reviewers to easily understand how costs were determined and how they relate to the goals and objectives of the project. Do not substitute local expenditure categories.

7. Memorandum of Understanding or Other Documentation of Participation.

Applicants must include documentation in the form of a memorandum of understanding or a letter in their application that outlines project roles and responsibilities of the participants and that contains:

1. The signatures of:
 - a. The authorized representative(s) for the SEA, and
 - b. The authorized representative(s) for the State agency (or agencies) receiving the Governor's portion of SDFSCA State Grants program funding for the State.
2. Evidence that the proposal has been reviewed by, and has the approval of, the State's chief information officer (CIO) and/or chief technology officer (CTO). The CIO and or CTO may sign the required memorandum of understanding, or provide a letter or other documents that include the required information.

C. Assurances

This application package includes the following—Assurances-Non-Construction Programs Certification and Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (Standard Form 424B, ED 80-013). **By signing the Standard Form 424B, the applicant agrees to abide by requirements regarding drug-free workplace, debarment, and environmental tobacco smoke.**

D. Appendices

This section should include only supplemental information or required supporting documentation that addresses the applicant's capacity to carry out the proposed project such as resumes; letters of agreement with cooperating entities (if appropriate); summary evaluation results or other materials. DO NOT include budget or program narrative information in this section.

The following items should be included as appendices to the application.

Equitable Access and Participation

Section 427 of the General Education Provision Act (GEPA) affects applicants under this program. All applicants must include information in their applications to address this provision in order to receive funding under this program.

Section 427 requires each applicant (other than an individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its Federally-assisted program for students, teachers, and other program beneficiaries with special needs.

This provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age. Based on local circumstances, you should determine whether these or other barriers might prevent your students, teachers, etc. from such access to or participation in, the Federally-funded project or activity. The description in your application of steps to be taken to overcome these barriers need not be lengthy; you may provide a clear and succinct description of how you plan to address those barriers that are applicable to your circumstances. In addition, the information may be provided in a single narrative, or if appropriate, may be discussed in connection with related topics in the application. Each application should include this description in a clearly identified section of the appendix. It should support the discussion of similar issues in the narrative section of the application.

Section 427 is not intended to duplicate the requirements of civil rights statutes, but rather to ensure that, in designing their projects, applicants for Federal funds address equity concerns that may affect the ability of certain potential beneficiaries to fully participate in the project and to achieve to high standards. Consistent with program requirements and its approved application, an applicant may use Federal funds awarded to it to eliminate barriers it identifies.

The following examples may help illustrate how an applicant may comply with Section 427:

- (1) An applicant that proposes to carry out an adult literacy project serving, among others, adults with limited English proficiency, might describe in its application how it intends to distribute a brochure about the proposed project to such potential participants in their native language.
- (2) An applicant that proposes to develop instructional materials for classroom use might describe how it would make the materials available on audiotape or in Braille for students who are blind.
- (3) An applicant that proposes to carry out a model science program for secondary students and is concerned that the girls may be less likely than boys to enroll in the course might indicate how it intends to conduct "outreach" efforts to girls to encourage their enrollment.

We recognize that many applicants may already be implementing effective steps to ensure equity of access and participation in their grant programs, and we appreciate your cooperation in responding to the requirements of this provision.

Note: A statement about the applicant's nondiscriminatory hiring policy is not sufficient to meet this requirement.

[The paperwork burden for compliance with Section 427 of GEPA is recorded under OMB Control No. 1890-0007 (Expiration Date 11/30/2005). The time required to complete this information collection is estimated to vary from 1 to 3 hours per response, with an average of 1.5 hours, including the time to review instructions search existing data resources, gather and maintain the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651.]

Forms

The following forms are required in all applications and are included in this package:

- Application for Federal Education Assistance (**ED Form 424**)
- Budget Information Form (**ED Form 524**)
- Assurances - Non-Construction Programs (**Standard Form 424B**)
- Certifications Regarding Lobbying (**ED Form 80-0013**)
- Disclosure of Lobbying Activities (**Standard Form LLL**)
- Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-- Lower Tier Covered Transactions (**ED Form 80-0014**)
- Survey on Ensuring Equal Opportunity for Applicants

Forms may be photocopied. Forms are also available electronically from the following Web site: <http://www.ed.gov/GrantApps/>.

Other Attachments

Other attachments are not encouraged. Supplemental materials such as videotapes, CD-ROMs, files on disks, commercial publications, press clippings, and testimonial letters will not be reviewed and will not be returned to the applicant.

VI. FREQUENTLY ASKED QUESTIONS

General

What steps can I take to maximize my chances of receiving a grant?

- Before preparing your application, read the application package carefully and completely.
- Follow all of the instructions exactly.
- If you're uncertain about any aspects of this application package, review the Frequently Asked Questions or contact the competition manager for clarification.
- Absolute priorities establish the parameters for applications under a grant competition. If your application does not meet the absolute priority or the additional requirements for this grant competition, it will not be considered for funding.
- A panel of three persons from the evaluation, data collection, drug and violence prevention policy and practice, or other fields will review your application. Be sure to organize your application clearly, provide requested information in a comprehensive manner, and respond to each selection criterion thoroughly. Reviewers are not permitted to give you "the benefit of the doubt"; therefore, if it is not in your application, they cannot award points for it.
- Be sure that your application includes a budget request (ED Form 524) and complete narrative justification.
- Be sure to transmit your application on or before the deadline date, carefully following the transmittal instructions.

What is an indirect cost rate?

An indirect cost is an expense that you incur that is necessary to implementing the grant, but may be difficult to identify with your grant. For example, indirect costs may include money spent for heat, light, rent, telephone, security, accounting, and Internet use.

If your organization prefers to use all of its grant funds for direct project costs, you are not required to charge the grant for indirect costs. If you wish to charge indirect costs, however, you must use a negotiated indirect cost rate for this competition.

For more information, please see:

<http://www.ed.gov/about/offices/list/ocfo/fipao/icgindex.html>.

For my GEPA 427 statement, is it adequate to state that our organization does not discriminate on the basis of race, religion, sex, etc.?

No. An organization's non-discrimination statement is not sufficient to meet the GEPA requirements. A GEPA statement should outline an entity's potential barriers and solutions to equal access.

What should I use as the start date?

Should you receive a grant, the start date for a project may have to be flexible, depending on when funds can be awarded. We expect that grants will be awarded in

late September, so please plan for a date soon thereafter. If necessary, your proposed project start date will be modified to a date shortly after the award date.

Electronic Application

If I am submitting my application electronically, how should I submit the signed face sheet (and other required forms)?

If you are submitting an electronic application, you are required to fax the signed face page, the required assurances, and the memorandum of understanding or other documentation of participation to the Department of Education in accordance with the instructions listed elsewhere in this application package. After reviewing the instructions, please fax assurances to: (202) 245-6272.

Eligibility

Who is eligible to apply for this grant?

Eligible applicants for this program are State educational agencies (SEA) or other State agencies administering the Safe and Drug-Free Schools and Communities Act (SDFSCA) State Grants program.

Why are SEAs and State agencies the only eligible applicants?

In order to ensure that no efforts are duplicated and that all key stakeholders are included, this project must be implemented by an agency responsible for the management of Safe and Drug-Free Schools and Communities funds and legislative requirements for school crime and safety data collection.

May my SEA or State Agency apply on behalf of a coalition or network of multiple States?

No. Only individual States may be grant recipients under this competition. However, we encourage States to engage in information sharing and collaboration to improve their data collection systems if they so desire. All States are encouraged to participate in the technical assistance activity that will complement this grant program (see page 17).

Why will only one grant be awarded per State?

Only one grant will be awarded per State to encourage collaboration on data collection efforts within the State for indicators of student drug use, behavior, and school violence.

Under what circumstances may a grant application that is submitted for funding under this competition be deemed ineligible for review?

Reasons that grant applications are deemed ineligible for review include, but are not limited to: (a) failure to meet the absolute priority; (b) the application was submitted by an ineligible entity; (c) failure to include a memorandum of understanding or other documentation of participation signed by the required parties.

Other Competition-Specific Questions

Does the applicant need to address all elements of the absolute priority to be considered for this competition?

Yes. Applicants that do not address all required program elements will be considered non-responsive to the absolute priority for this competition.

Am I required to respond to the competitive preference priority?

No. Your inclusion of information that responds to the competitive preference priority is entirely optional; however, applicants who meet the competitive preference priority could be awarded up to 10 extra points.

SDFSCA does not require States to report UMIRS data to the Department of Education. Why does data collected under this grant have to meet UMIRS requirements?

This grant is part of a larger effort to streamline the data collection processes occurring in States. States stand to benefit through a reduction in collection burden by adhering to this priority.

What kind of “technology-based system” is appropriate, as required by the absolute priority?

Applicants should employ a multi-user computer-based technology that is accessible to those responsible for submitting school crime and safety data to the system, and that facilitates coordinated and timely management of the data. Additionally, this system will allow for meaningful feedback to stakeholders and the public regarding the data.

May I use the funds for construction, or to purchase land, a building or other facility?

No. Facilities construction is not an allowable expense.

Do I have to get bids for goods and services under this grant?

As outlined in the Education Department General Administrative Regulations (EDGAR) Part 80.36, you are required to follow your organization’s established procurement procedures. If you are unclear about those procedures, consult your organization’s business or finance office.

What kind of "equipment" may I purchase with these funds?

Under this program you may purchase durable goods designed for use either for staff training or other purposes directly associated with the priorities listed in this application.

May we use these funds to hire consultants?

Yes, provided the fees are reasonable and necessary to carry out the purpose of the grant. Applicants should be sure to fully substantiate all expenditures in the budget narrative (e.g., include a cost estimate from a prospective consultant).

What is the deadline date for transmittal of applications under this grant competition?

Friday, July 22, 2005.

May I get an extension of the deadline date?

Waivers for individual applications failing to meet the deadline will not be granted, except in the circumstances described under the section on e-Applications. Under very extraordinary circumstances the Department may change the closing date for a grant competition. When this occurs, the Secretary announces such a change in a notice published in the Federal Register.

Should we include resumes for key staff?

Yes, if key staff for the project have been identified.

Do I need to submit a budget narrative for each year?

The budget period of 36 months will be comprised of three 12-month periods. Please submit a budget narrative that reflects each of these three 12-month budget periods. For additional guidance on preparing a budget narrative, please see http://www.ed.gov/admins/grants/apply/techassist/resource_pg8.html.

Is there a conference registration fee for the Office of Safe and Drug-Free Schools conference?

There will be a conference registration fee for the Office of Safe and Drug-Free Schools Conference. In 2005, this fee was approximately \$250. Please budget accordingly, as attendance at this conference is required for grant recipients.

Is there a minimum or maximum amount that may be requested to support a project?

No. Although the application package includes an estimated range of awards, an applicant should request the amount needed to support the goals, objectives and scope of the proposed project, including a detailed justification for that amount.

What is the project and budget period for these grants?

36 months. Successful applicants requesting a budget and/or project period shorter than 36 months will only be awarded funds for the length of time they request.

Is there a matching requirement?

No.

May I use another State's application as a model for my submission?

Information submitted in response to the scoring criteria must be specific to your State; therefore, we strongly discourage the use of form or model applications. Identical or substantially similar applications are not responsive to the scoring criteria and may not be rated highly enough to receive funding.

May my SEA use this grant to supplement existing efforts by other State agencies or a collaboration of State agencies to collect data on youth, such as a central data warehouse?

Yes. As long as the application meets the statutory priority, we encourage the development of crosscutting initiatives such as data warehousing and common indicators.

Who do I contact for more information about this grant competition?

Maria Worthen, Program Analyst, U.S. Department of Education, 400 Maryland Avenue, SW – Room 3E234, Washington, DC 20202-6450, Phone: 202-205-5632, Fax: 202-260-7767, E-mail: maria.worthen@ed.gov.

VII. INSTRUCTIONS FOR TRANSMITTING APPLICATIONS

ATTENTION APPLICANTS: Please note that you must follow the Application Procedures as described in the Federal Register notice announcing the grant competition. Some programs may require electronic submission of applications, and those programs will have specific requirements and waiver instructions in the Federal Register notice.

If you want to apply for a grant and be considered for funding, you must meet the following deadline requirements:

Applications Submitted Electronically

If you are submitting electronically, you must submit your grant application through the Internet using the software provided on the e-Grants Web site (<http://e-grants.ed.gov>) by 4:30 p.m. (Washington, DC time) on the application deadline date. The regular hours of operation of the e-Grants website are 6:00 a.m. Monday until 7:00 p.m. Wednesday; and 6:00 a.m. Thursday until midnight Saturday (Washington, DC time). Please note that the system is unavailable on Sundays, and after 7:00 p.m. on Wednesdays for maintenance (Washington, DC time). Any modifications to these hours are posted on the e-Grants Web site.

If you submit your application through the Internet via the e-Grants Web site, you will receive an automatic acknowledgment when we receive your application.

Applications Sent by Mail

If you are submitting via the U.S. Postal Service, you must mail the original and two copies of the application on or before the deadline date to. To help expedite our review of your application, we would appreciate your voluntarily including an additional two (2), copies of your application.

Please mail copies to:

**U.S. Department of Education
Application Control Center
Attention: CFDA# 84.184R
400 Maryland Avenue, SW
Washington, DC 20202 - 4260**

You must show one of the following as proof of mailing:

- (1) A legibly dated U.S. Postal Service Postmark.
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.
- (4) Any other proof of mailing acceptable to the Secretary.

If you mail an application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

- (1) A private metered postmark.
- (2) A mail receipt that is not dated by the U.S. Postal Services.

An applicant should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office.

Applications Delivered by Commercial Carrier:

Special Note: Due to recent disruptions to normal mail delivery, the Department encourages you to consider using an alternative delivery method (for example, a commercial carrier, such as Federal Express or United Parcel Service; or U. S. Postal Service Express Mail) to transmit your application for this competition to the Department. If you use an alternative delivery method, please obtain the appropriate proof of mailing under “Applications Sent by Mail,” then follow the mailing instructions under the appropriate delivery method.

Applications that are delivered by commercial carrier, such as Federal Express, United Parcel Service, etc. should be mailed to the:

**U.S. Department of Education
Application Control Center – Stop 4260
Attention: CFDA# 84.184R
7100 Old Landover Road
Landover, MD 20785-1506**

Applications Delivered by Hand

You or your courier must hand deliver the original and number of copies requested of the application by 4:30 p.m. (Washington, DC time) on or before the deadline date. To help expedite our review of your application, we would appreciate your voluntarily including an additional two (2), copies of your application.

Please hand deliver copies to:

**U.S. Department of Education
Application Control Center
Attention: CFDA# 84.184R
550 12th Street, SW
PCP - Room 7041
Washington, DC 20202 – 4260**

The Application Control Center accepts application deliveries daily between 8:00 a.m. and 4:30 p.m. (Washington, DC time), except Saturdays, Sundays and Federal holidays.

VIII. INTERGOVERNMENTAL REVIEW OF FEDERAL PROGRAMS

This program is subject to the requirements of Executive Order 12372 (Intergovernmental Review of Federal Programs) and the regulations in 34 CFR Part 79. Executive Order 12372, "Intergovernmental Review of Federal Programs," was issued with the desire to foster the intergovernmental partnership and strengthen federalism by relying on State and local processes for the coordination and review of proposed Federal financial assistance and direct Federal development. The Order allows each State to designate an entity to perform this function. Below is the official list of those entities. For those States that have a home page for their designated entity, a direct link has been provided on the official version:

<http://www.whitehouse.gov/omb/grants/spoc.html>.

Applicants must contact the appropriate State Single Point of Contact (SSPOC) to find out about, and to comply with, the State's process under Executive Order 12372. Applicants proposing to perform activities in more than one State should immediately contact the Single Point of Contact for each of those States and follow the procedure established in each of those States under the Executive order. A listing of the Single Point of Contacts for each State is included in this application package. **A copy of the applicant's letter to the State Single Point of Contact must be included with the application.**

States that are not listed on this page have chosen not to participate in the intergovernmental review process, and therefore do not have a SPOC. If you are located within one of these States, you may still send application materials directly to a Federal awarding agency. Contact information for Federal agencies that award grants can be found in Appendix IV of the Catalog of Federal Domestic Assistance

<http://www.cfda.gov/public/cat-app4-index.htm>.

In States that have not established a process or chosen a program for review, State, area-wide, regional, and local entities may submit comments directly to the Department.

Any State Process Recommendation and other comments submitted by a State Single Point of Contact and any comments from State, area-wide, regional, and local entities must be received by August 22, 2005, to the following address: The Secretary, EO 12372--CFDA# 84.184R, U.S. Department of Education, 400 Maryland Avenue, SW, Room 7W300, Washington, DC 20202-0124. Recommendations or comments may be hand-delivered until 4:30 pm (Eastern Time) on August 22, 2005. Please do not send applications to this address.

STATE SINGLE POINTS OF CONTACT (SPOCs)

ARKANSAS

Tracy L. Copeland
Manager, State Clearinghouse
Office of Intergovernmental Services
Department of Finance and Administration
1515 W. 7th Street, Room 412
Little Rock, Arkansas 72203
Telephone: (501) 682-1074
FAX: (501) 682-5206
tracy.copeland@dfa.state.ar.us

DELAWARE

Sandra R. Stump
Executive Department
Office of the Budget
540 S. Dupont Highway, 3rd Floor
Dover, Delaware 19901
Telephone: (302) 739-3323
FAX: (302) 739-5661
sandy.stump@state.de.us

FLORIDA

Lauren P. Milligan
Florida State Clearinghouse
Florida Dept. of Environmental Protection
3900 Commonwealth Boulevard
Mall Station 47
Tallahassee, Florida 32399-3000
Telephone: (850) 245-2161
FAX: (850) 245-2190
Lauren.Milligan@dep.state.fl.us

ILLINOIS

Roukaya McCaffrey
Department of Commerce and Economic
Opportunities
620 East Adams, 6th Floor
Springfield, Illinois, 62701
Telephone: (217) 524-0188
FAX: (217) 558-0473
roukaya_mccaffrey@illinoisbiz.biz

KENTUCKY

Ron Cook
The Governor's Office for Local Development
1024 Capital Center Drive, Suite 340
Frankfort, Kentucky 40601
Telephone: (502) 573-2382 / (800) 346-5606
FAX: (502) 573-2512
Ron.Cook@Ky.Gov

CALIFORNIA

Grants Coordination
State Clearinghouse
Office of Planning and Research
P.O. Box 3044, Room 222
Sacramento, California 95812-3044
Telephone: (916) 445-0613
FAX: (916) 323-3018
State.clearinghouse@opr.ca.gov

DISTRICT OF COLUMBIA

Marlene Jefferson
DC Government Office of Partnerships and Grants
Development
414 4th Street, NW
Washington, DC 20001
Telephone: (202) 727-6518
FAX: (202) 727-1652
marlene.Jefferson@dc.gov

GEORGIA

Barbara Jackson
Georgia State Clearinghouse
270 Washington Street, SW, 8th Floor
Atlanta, Georgia 30334
Telephone: (404) 656-3855
FAX: (404) 656-7901
gach@mail.opb.state.ga.us

IOWA

Kathy Mable
Iowa Department of Management
State Capitol Building Room G12
1007 E Grand Avenue
Des Moines, Iowa 50319
Telephone: (515) 281-8834
FAX: (515) 242-5897
Kathy.Mable@iowa.gov

MAINE

Joyce Benson
State Planning Office
184 State Street, 38 State House Station
Augusta, Maine 04333
Telephone: (207) 287-3261
(direct): (207) 287-1461
FAX: (207) 287-6489
joyce.benson@state.me.us

MARYLAND

Linda C. Janey, J.D.
Director, Capital Planning & Development Review
Maryland Department of Planning
301 West Preston Street, Room 1104
Baltimore, Maryland 21201-2305
Telephone: (410) 767-4490
FAX: (410) 767-4480
linda@mail.op.state.md.us

MISSISSIPPI

Mildred Tharpe
Clearinghouse Officer
Department of Finance and Administration
1301 Woolfolk Building, Suite E
501 North West Street
Jackson, Mississippi 39201
Telephone: (601) 359-6762
Fax: (601) 359-6758

NEVADA

Michael Stafford
Department of Administration
State Clearinghouse
209 E. Musser Street, Room 200
Carson City, Nevada 89701
Telephone: (775) 684-0209
FAX: (775) 684-0260
mstafford@budget.state.nv.us

NEW YORK

Linda Shkrell
Office of Public Security
Homeland Security Grants Coordination
633 3rd Avenue
New York, NY 10017
Telephone: (212) 867-1289
FAX: (212) 867-1725

MICHIGAN

Richard Pfaff
Southeast Michigan Council of Governments
535 Griswold, Suite 300
Detroit, Michigan 48226
Telephone: (313) 961-4266
FAX: (313) 961-4869
pfaff@semcog.org

MISSOURI

Federal Assistance Clearinghouse
Office of Administration
P.O. Box 809
Truman Building, Room 840
Jefferson City, Missouri 65102
Telephone: (573) 751-4834
FAX: (573) 522-4395
igr@mail.oa.state.mo.us

NEW HAMPSHIRE

MaryAnn Manoogian
Director, New Hampshire Office of Energy &
Planning
Attn: Intergovernmental Review Process
Benjamin Frost
57 Regional Drive
Concord, New Hampshire 03301-8519
Telephone: (603) 271-2155
FAX: (603) 271-2615
irp@nh.gov

NORTH DAKOTA

Jim Boyd
ND Department of Commerce
1600 East Century Avenue, Suite 2
P.O. Box 2057
Bismarck, North Dakota 58502-2057
Telephone: (701) 328-2676
FAX: (701) 328-2308
jboyd@state.nd.us

RHODE ISLAND

Joyce Karger
Department of Administration
One Capitol Hill
Providence Rhode Island 02908-5870
Telephone: (401) 222-6181
FAX: (401) 222-2083
jkarger@doa.state.ri.us

TEXAS

Denise S. Francis
Director, State Grants Team
Governor's Office of Budget and Planning
P.O. Box 12428
Austin, Texas 78711
Telephone: (512) 305-9415
FAX: (512) 936-2681
dfrancis@governor.state.tx.us

WEST VIRGINIA

Fred Cutlip, Director
Community Development Division
West Virginia Development Office
Building #6, Room 553
Charleston, West Virginia 25305
Telephone: (304) 558-4010
FAX: (304) 558-3248
fcutlip@wvdo.org

AMERICAN SAMOA

Pat M. Galea'i
Federal Grants/Programs Coordinator
Office of Federal Programs/Office of the Governor
Department of Commerce
American Samoa Government
Pago Pago, American Samoa 96799
Telephone: (684) 633-5155
Fax: (684) 633-4195
pmgaleai@samoatelco.com

SOUTH CAROLINA

SC Clearinghouse
Budget and Control Board
Office of State Budget
1201 Main Street, Suite 950
Columbia, South Carolina 29201
Telephone: (803) 734-0494
FAX: (803) 734-0645
clearinghouse@budget.state.sc.us

UTAH

Sophia DiCaro
Utah State Clearinghouse
Governor's Office of Planning and Budget
Utah Capitol Complex
Suite E210, P.O. Box 142210
Salt Lake City, Utah 84114-2210
Telephone: (801) 538-1027
FAX: (801) 538-1547
ddicaro@utah.gov

WISCONSIN

Jeff Smith
Section Chief, Federal/State Relations
Wisconsin Department of Administration
101 East Wilson Street, 6th Floor
P.O. Box 7868
Madison, Wisconsin 53707
Telephone: (608) 266-0267
FAX: (608) 267-6931
jeffrey.smith@doa.state.wi.us

GUAM

Director
Bureau of Budget and Mgmt. Research
Office of the Governor
P.O. Box 2950
Agana, Guam 96910
Telephone: 011-671-472-2285
FAX: 011-671-472-2825
jer@ns.gov.gu

NORTH MARIANA ISLANDS
Ms. Jacoba T. Seman
Federal Programs Coordinator
Office of Management and Budget
Office of the Governor
Saipan, MP 96950
Telephone: (670) 664-2289
FAX: (670) 664-2272
omb.jseman@saipan.com

PUERTO RICO
Jose Caballero / Mayra Silva
Puerto Rico Planning Board
Federal Proposals Review Office
Minillas Government Center
P.O. Box 41119
San Juan, Puerto Rico 00940-1119
Telephone: (787) 723-6190
FAX: (787) 722-6783

VIRGIN ISLANDS
Ira Mills
Director, Office of Management and Budget
41 Norre Gade Emancipation Garden Station,
Second Floor
Saint Thomas, Virgin Islands 00802
Telephone: (340) 774-0750
FAX: (787) 776-0069
Irmills@usvi.org

Changes to this list can be made only after OMB is notified by a State's officially designated representative. E-mail messages can be sent to ephillips@omb.eop.gov. If you prefer, you may send correspondence to the following postal address:

Attn: Grants Management
Office of Management and Budget
New Executive Office Building, Suite 6025
725 17th Street, NW
Washington, DC 20503

Please note: Inquiries about obtaining a Federal grant should not be sent to the OMB e-mail or postal address shown above. The best source for this information is the Catalog of Federal Domestic Assistance or CFDA <http://www.cfda.gov> and the Grants.gov website (<http://www.grants.gov>).

IX. ADDITIONAL INFORMATION

A. GRANT APPLICATION RECEIPT ACKNOWLEDGMENT

If you fail to receive the notification of application receipt within 15 days from the closing date, call the U.S. Department of Education's Application Control Center at 202/245-6288.

B. GRANT AND CONTRACT FUNDING INFORMATION

The Department of Education provides information about grant and contract opportunities electronically in several ways:

- Department of Education Web site - <http://www.ed.gov>
- Office of the Chief Financial Officer Web Page – <http://www.ed.gov/about/offices/list/ocfo/>

C. D-U-N-S NUMBER INSTRUCTIONS

The D-U-N-S Number is a unique nine-digit number provided by Dun & Bradstreet that does not convey any information about the recipient. A built-in check helps to ensure the accuracy of the D-U-N-S Number. The ninth digit of each number is the check digit, which is mathematically related to the other digits. It lets computer systems determine if a D-U-N-S Number has been entered correctly.

If you do not currently have a D-U-N-S Number you can obtain one at no charge by calling 800/333-0505 or by completing a D-U-N-S Number Request Form on the Internet at the following Web site: <http://www.dnb.com>.

Note: You must have a D-U-N-S number in order to receive a grant award.

X. APPENDICES AND FORMS

- PBDMI State Coordinators Listing
- Important Notice To Prospective Participants In U.S. Department Of Education Contract And Grant Programs (ED Form 5348)
- Application for Federal Education Assistance (ED Form 424)
- Budget Information Form (ED Form 524)
- Assurances - Non-Construction Programs (Standard Form 424B)
- Certifications Regarding Lobbying (ED Form 80-0013)
- Disclosure of Lobbying Activities (Standard Form LLL)
- Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-- Lower Tier Covered Transactions (ED Form 80-0014)
- Survey on Ensuring Equal Opportunity for Applicants
- Application Checklist

State PBDMI Coordinators

Any questions regarding your State's PBDMI participation should be directed to the appropriate contact person listed below. For any questions regarding this list, please contact Denise Garland with the US Department of Education at (202) 260-5609.

Alabama

Dominique Martel
Data Analyst
Alabama State Department of Education
50 North Ripley Street
P.O. Box 302101
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IMPORTANT NOTICE TO PROSPECTIVE PARTICIPANTS IN U.S. DEPARTMENT OF EDUCATION CONTRACT AND GRANT PROGRAMS

GRANTS

Applicants for grants from the U.S. Department of Education (ED) have to compete for limited funds. Deadlines assure all applicants that they will be treated fairly and equally, without last minute haste. For these reasons, ED must set strict deadlines for grant applications. Prospective applicants can avoid disappointment if they understand that:

Failure to meet a deadline will mean that an applicant will be rejected without any consideration.

The rules, including the deadline, for applying for each grant are published, individually, in the Federal Register. Six-month or one-year subscriptions to the daily, official Federal Register may be ordered from the U.S. Government Printing Office at the following Web site: <http://bookstore.gpo.gov/regulatory/fed-reg.html>. The Federal Register Complete Service also is available in microfiche on the same Web page. In addition, the Federal Register is available on-line for free on Government Printing Office (GPO) Access: <http://www.gpoaccess.gov/nara/index.html>. Depository Library location and Federal Register services: http://www.archives.gov/federal_register/index.html.

The instructions in the Federal Register must be followed exactly. Do not accept any other advice you may receive. No ED employee is authorized to extend any deadline published in the Register. Questions regarding submission of applications may be addressed to: U.S. Department of Education, Application Control Center, Washington, D.C. 20202-4725.

CONTRACTS

Competitive procurement actions undertaken by the ED are governed by the Federal Acquisition Regulations and implementing Department of Education Acquisition Regulations.

Generally, prospective competitive procurement actions are synopsisized in the Commerce Business Daily (CBD). Prospective offerors are therein advised of the nature of the procurement and where to apply for copies of the Request for Proposals (RFP). All of ED's RFPs are now available on-line for downloading at the following Web site: <http://www.ed.gov/fund/contract/apply/currrfp.html>.

Offerors are advised to be guided solely by the contents of the CBD synopsis and the instructions contained in the RFP. Questions regarding the submission of offers should be addressed to the Contracts Specialist identified on the face page of the RFP. Offers are judged in competition with others, and failure to conform with any substantive requirements of the RFP will result in rejection of the offer without any consideration whatever.

Do not accept any advice you receive that is contrary to instructions contained in either the CBD synopsis or the RFP. No ED employee is authorized to consider a proposal, which is non-responsive to the RFP. Six-month or one-year subscriptions to the CBD may be ordered from the U.S. Government Printing Office at the following Web site: <http://bookstore.gpo.gov/regulatory/cbd.html>. Information included in the Federal Acquisition Regulation is contained in Title 48, Code of Federal Regulations, Chapter 1. The foregoing publication may be obtained by sending your check or money order only, no cash or stamps, to: Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402-9371.

In addition, the Commerce Business Daily is available on-line for free at the following Web site: <http://cbdnet.access.gpo.gov>. The Federal Acquisition Regulations are available on-line at the following Web site: <http://www.arnet.gov/far>.

APPLICATION CHECKLIST

Use This Checklist to Ensure That Your Application Is Complete

- *Application for Federal Education Assistance (ED Form 424)* has been completed according to the instructions and includes the nine-digit D-U-N-S Number and Tax Identification Number.
- *Application for Federal Education Assistance (ED Form 424)* has been signed in black ink and dated by an authorized official and the signed original has been included with your submission.
- *One signed original and two copies of the application* (including ED Form 424 and appendices), plus two voluntarily submitted additional copies have been included. All copies are unbound. Each page is consecutively numbered.

Each copy of the application must include the following sections:

- *Application for Federal Education Assistance (ED Form 424)*
- *Table of Contents*
- *Project Abstract*
- *Project Narrative* (up to 30 pages double-spaced)
- *Budget Information Form (ED Form 524)* and *budget narrative*
- *Assurances—Non-Construction Programs (ED Form 424B)*, signed and dated by an authorized official (including original signature in at least one copy)
- *Certifications Regarding Lobbying (ED Form 80-0013)*, signed and dated by an authorized official (including original signature in at least one copy)
- *Disclosure of Lobbying Activities (Standard Form – LLL)*, signed and dated by an authorized official (including original signature in at least one copy)
- *Certification Regarding Debarment (ED Form 80-0014)*, signed and dated by an authorized official (including original signature in at least one copy)
- *Completed Survey on Ensuring Equal Opportunity for Applicants*
- *A narrative response to the GEPA 427 provision*, describing the steps the applicant proposes to take to ensure equitable access to, and participation in, its Federally-assisted program for students, teachers, and other program beneficiaries with special needs.
- *Copy of Applicant's Letter to State Single Point of Contact* on letterhead (if your state participates)
- *A copy of the applicant's Memorandum of Understanding or Documentation of Participation* with signatures of authorized representatives of required entities and narrative detailing the tasks listed in the absolute priority

APPLICATION TRANSMITTAL DEADLINE:
Friday, July 22, 2005

FOR FURTHER INFORMATION, CONTACT:

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**DO NOT SEND APPLICATIONS TO THIS ADDRESS—
FOLLOW THE TRANSMITTAL INSTRUCTIONS
STARTING ON PAGE 33 OF THIS APPLICATION
PACKET**

Individuals who use a telecommunications device for the deaf (TDD) may call the Federal Information Relay Service (FIRS) @ 1-800-877-8339 Monday through Friday between 8:00 a.m. and 8:00 p.m. (Washington D.C. Time).

Information about other funding opportunities, including copies of application notices for discretionary grants competitions, can be viewed on the Department's electronic bulletin board (ED Board), telephone (202) 260-9950; or on the Internet Gopher Service (under Announcements, Bulletins, and Press Releases); or on the World Wide Web at <http://www.ed.gov/fund/grant/apply/grantapps/index.html>.

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